



VA WEATHERIZATION ASSISTANCE PROGRAM Information Notice 04-2011

TO: ALL WEATHERIZATION SUBGRANTEES
FROM: NANCY PALMER, HOUSING PROGRAMS MANAGER
DATE: March 28, 2011
SUBJECT: Overtime Authorization

This Information Notice is intended to provide guidelines to Weatherization Assistance Program (WAP) sub-grantees for authorizing overtime during the administration of Weatherization funding during the operation period covered by the American Recovery and Reinvestment Act (ARRA). Having an overtime policy in place is essential to the smooth running of the Virginia Weatherization Network. Establishing a clear policy will help WAP sub-grantees avoid misunderstandings and problems.

OMB Circular A-122 Cost Principles for Non-Profit Organizations, Section 8 (f) states:

Overtime, extra-pay shift, and multi-shift premiums establishes that *“Premiums for overtime, extra-pay shifts, and multi-shift work are allowable only with the prior approval of the awarding agency except:”*

- (1) When necessary to cope with emergencies, such as those resulting from accidents, natural disasters, breakdowns of equipment, or occasional operational bottlenecks of a sporadic nature.*
- (2) When employees are performing indirect functions, such as administration, maintenance, or accounting.*
- (3) In the performance of tests, laboratory procedures, or other similar operations which are continuous in nature and cannot reasonably be interrupted or otherwise completed.*
- (4) When lower overall cost to the Federal Government will result.*

As a result of input received from the WAP sub-grantee network during recent public input sessions, the Department of Housing and Community Development is providing written notice intended to give WAP network sub-grantees the ability to utilize overtime. This authorization is effective for the term of the ARRA contract between DHCD and a sub-grantee. This authorization is to increase production and meet the goals of the program.